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PROPOSAL TO THE ACADEMIC SENATE

TITLE: Evening Class Schedule

SUBMITTED BY: Student Academic Policies Committee

DATE: December 3, 2004

ACTION: Consultative

Introduction

Evening classes, taught twice a week, are normally scheduled for 4:30 to 5:45, 5:50 to 7:05, and 7:10 to 8:25. Classes taught once per week are usually scheduled for 4:30 to 7:05, 5:50 to 8:25, and 6:30 to 9:05 with a five-minute break. See Table 1.

Table 1: Present schedule of evening classes (5 minutes between classes)

Monday	Tuesday	Wednesday	Thursday
A. 4:30 – 5:45	B. 4:30 – 5:45	A. 4:30 – 5:45	B. 4:30 – 5:45
C. 5:50 – 7:05	D. 5:50 – 7:05	C. 5:50 – 7:05	D. 5:50 – 7:05
E. 7:10 – 8:25	F. 7:10 – 8:25	E. 7:10 – 8:25	F. 7:10 – 8:25
G. 4:30 – 7:05	H. 4:30 – 7:05	I. 4:30 – 7:05	J. 4:30 – 7:05
K. 5:50 – 8:25	L. 5:50 – 8:25	M. 5:50 – 8:25	N. 5:50 – 8:25
O. 6:30 – 9:05	P. 6:30 – 9:05	Q. 6:30 – 9:05	R. 6:30 – 9:05

Problems with present evening class schedule

There is only a 5-minute break between evening classes that meet twice per week. The 5 minutes between classes is insufficient time for the following reasons:

1. Students often have questions to ask the instructor before and after the class.
2. The outgoing instructor must sometimes “break down” computer equipment.
3. The incoming instructor must sometimes set up computer equipment.
4. The 5-minute break is especially tight when tests are scheduled.
5. Students and instructors that have consecutive evening classes, such as a 4:30 and then a 5:50, do not have adequate time to move between classrooms, especially if the classes are in different buildings.

Proposal

It is proposed that time between evening classes that are taught twice a week be extended to 10 minutes (like the 50 minute MWF day classes). See Table 2.

Table 2: Proposed schedule of evening classes (10 minutes between classes)

Monday	Tuesday	Wednesday	Thursday
A. * 4:30 – 5:45	B. 4:30 – 5:45	A. 4:30 – 5:45	B. 4:30 – 5:45
C. 5:55 – 7:10	D. 5:55 – 7:10	C. 5:55 – 7:10	D. 5:55 – 7:10
E. 7:20 – 8:35	F. 7:20 – 8:35	E. 7:20 – 8:35	F. 7:20 – 8:35
G. 4:30 – 7:05	H. 4:30 – 7:05	I. 4:30 – 7:05	J. 4:30 – 7:05
K. 6:00 – 8:35	L. 6:00 – 8:35	M. 6:00 – 8:35	N. 6:00 – 8:35
O. 6:30 – 9:05	P. 6:30 – 9:05	Q. 6:30 – 9:05	R. 6:30 – 9:05

* The capital letters in Tables 1 and 2 correspond to the same class periods.

Advantage of proposed system compared to present system

1. There is a 10-minute break between classes – adequate time to transition.

Disadvantages of proposed system compared to present system

1. The 5:50 and 7:10 starting times have been pushed back, so that the students and instructor will be getting out 5 and 10 minutes later, respectively.

Effective starting date

Per a request from the registrar, this evening class schedule will take effect in the Winter 2006.